



## Training Opportunity

<b>Course Title:</b>	Leave Entitlements "What Supervisors and Managers Need to Know"
<b>Date(s)/Time:</b>	20 January 2004 - 9am - 4pm Eastern Time 27 January 2004 - 9am - 4pm Eastern Time
<b>Location:</b>	Local Distance Learning Classroom
<b>Tuition:</b>	\$80 per person
<b>Vendor:</b>	Gene Rouleau & Associates, Inc., 2317 Falling Creek Road, Silver Spring, MD 20904
<b>Course Manager:</b>	Melissa Harvey 410-306-0189 or DSN 458-0189 <a href="mailto:Melissa.Harvey@cpocner.apg.army.mil">Melissa.Harvey@cpocner.apg.army.mil</a>
<b>Cancellation Policy</b>	Cancellations are permitted until the registration deadline 5 Jan 2004. Organizations may be charged a fee if they cancel after the deadline.

### Who Should Attend:

Managers, Supervisors

### Course Description:

Topics to be discussed are: **Leave - overview:** Annual, Sick, Court, Military; **Bone marrow/organ donor;** **Leave without pay:** Annual Leave, Accrual, Creditable service, Advances; **Sick Leave:** Accrual, Balances and limits, Advances & use, Personal use, Family care, Serious Health Condition, Adoption; **Court:** Separate leave category, Different roles, Fees; **Military:** Active or "inactive" duty in NG, Reserves or Armed Forces, Days available; **LWOP:** Request & approval, Employee entitlements, Effects on, Benefits, Leave accrual, Employment; **FMLA:** Use and limitation, Requirements; Medical Documentation ; What, When

### Registration Information:

### Registration Deadline: 5 Jan 04

FAX Page 1 (front only), DD Form 1556 to HRD, NECPOC (410-306-0163 or DSN 458-0163) by the registration deadline. Make sure Blocks 17, 19, 23, 25, 27 and 37 are properly completed. Include nominee's email address and Training Coordinator's phone number and email address in Block 18. If deadline for registration has passed, call the course manager to see if spaces are still available. **Click [here](#) for payment options.**

Do not attend unless you have received confirmation from the course manager. Although we try to accommodate all training needs, faxing a nomination to us does not guarantee a space allocation. Check with your activity Training Coordinator if you have not received confirmation two-four weeks prior to the class starting date.

### Additional Information:

- Participants will receive course material electronically to print and take to the training.
- Individuals requiring special accommodations should notify the course manager at the time of registration.